

# MEMORANDUM OF UNDERSTANDING

*between*

THE U.S. DEPARTMENT OF TRANSPORTATION

*and*

THE U.S. SMALL BUSINESS ADMINISTRATION

The U.S. Department of Transportation (DOT) and the U.S. Small Business Administration (SBA) (the parties) have an interest in increasing the participation of Women-Owned Small Businesses (WOSB) in Federal procurement.

DOT and SBA support the Federal Acquisition Streamlining Act of 1994 (P.L. 103-355) (FASA) which established the Government-wide goal for participation by small business concerns owned and controlled by women at not less than 5 percent of the total value of all prime contract and subcontract awards for each fiscal year.

DOT and SBA agree to work together to use and support this Memorandum of Understanding (MOU) to support the requirements of FASA.

## **BACKGROUND**

On October 13, 1994, President Clinton signed FASA into law. This landmark legislation established the Government-wide goal for participation by small business concerns owned and controlled by women at not less than 5 percent of the total value of all prime contract and subcontract awards for each fiscal year.

FASA stated that WOSB are to participate in Federal procurement opportunities, and that WOSB should receive part of the approximately \$200 billion in annual Federal procurements. FASA created a government-wide responsibility to meet the 5 percent procurement goal for women, based on the total value of all Federal prime and subcontract awards in each fiscal year. FASA also challenged large government prime contractors to form plans to increase subcontracting opportunities to WOSB.

The Small Business Act requires SBA and each Federal agency to set annual prime and subcontracting goals for small businesses, small businesses owned by socially and economically disadvantaged individuals, women-owned small businesses, and qualified HUBZone small businesses. (15 U.S.C. § 644(g)(1).)

## **PURPOSE**

SBA and DOT agree to cooperate in this MOU to increase the participation of WOSB in prime and subcontracting opportunities at DOT. This partnership will maximize the use of DOT and SBA resources and provide greater program recognition for results achieved.

DOT and SBA support achievement of DOT's FY 1999 Performance Plan which includes a performance goal to award five percent of the total dollar value of DOT contracts to WOSB.

## **RESPONSIBILITIES**

### **DOT's Responsibilities In Support Of the MOU:**

1. DOT's Operating Administrations (OA) will appoint a Women's Business Advocate. These advocates will serve as direct liaisons to the women-owned business community and will aggressively encourage each OA procurement office and program office to consider WOSB for all procurement opportunities. They will work to raise the visibility of women-owned business in day-to-day procurement activities and will closely monitor the OA achievement of the five percent goals.
2. DOT's Office of Small And Disadvantaged Business Utilization (OSDBU) will develop an awards program, with support by SBA, to recognize the buying activity that is the most successful in promoting and awarding WOSB contracts and subcontracts.
3. DOT's Secretary will issue a policy statement emphasizing the importance of achieving the five percent goals for WOSB to the nation's economy and equal economic opportunity. DOT will support this policy statement with additional policy statements if achievement of these goals appears at risk.
4. DOT will include the WOSB goals, and the efforts made toward the goals, in the performance plans of OA program managers and OA procurement managers.
5. DOT will plan "Women Business Enterprise Days" for each OA. Each OA has committed to sponsoring or jointly sponsoring at least one day a year to focus specifically on WOSB. The OA procurement and program offices will discuss procurement opportunities with WOSB on those specific days.
6. DOT will use SBA's PRO-Net database and its own database to match WOSB with DOT procurement opportunities.

7. DOT will work closely with SBA's Women's Business Centers throughout the country to provide information on DOT's financial assistance programs for WOSB, including the Short Term Lending Program and the Bonding Assistance Program.
8. DOT will request SBA's participation in DOT/OSDBU-sponsored Marketplaces and other outreach activities, as appropriate.
9. DOT will publish a special edition of its small business newsletter, "The Transportation Link," focusing on WOSB issues, highlighting WOSB success stories, and encouraging mentoring between successful WOSB and those just starting out.
10. DOT will actively highlight information on procurement opportunities for WOSB on the DOT/OSDBU web site.
11. DOT will support the Interagency Committee on Women's Business Enterprise and the National Women's Business Council in developing and promoting new initiatives, policies, programs, and plans designed to foster women's business enterprise.
12. DOT will work with SBA to provide greater subcontracting opportunities to WOSB.

**SBA's Responsibilities In Support of the MOU:**

1. SBA will provide DOT with a list, as requested, of 8(a) WOSB in support of streamlined procedures that eliminated SBA's approval of executed contracts under Section 8(a) of the Small Business Act. (15 U.S.C. 644, as amended.)
2. SBA will report regularly to the President and to the Cabinet about the progress of Federal agencies in fostering women's business enterprise in the Federal marketplace and in meeting the five percent goals required by FASA. In the report, SBA will include the status of efforts under this MOU and DOT's progress toward the WOSB goals.
3. SBA will offer formal government and press recognition of this MOU. SBA will coordinate and distribute information announcing DOT's strategic steps to implement this MOU. In addition, SBA will work with DOT to develop an awards program to recognize the DOT buying activity that most successfully promotes and awards WOSB contracts and subcontracts.
4. SBA will link its Internet web site to the DOT's OSDBU web site.

5. SBA will help DOT use PRO-Net to identify WOSB with products and services that fill DOT procurement needs.
6. SBA will schedule and facilitate annual performance reviews of this MOU with DOT at the end of each year. These reviews will assess the progress of SBA and DOT in completing their MOU responsibilities.
7. SBA will support training programs held by DOT for WOSB, as requested, subject to the availability of funds. Training programs for WOSB will respond to the needs of WOSB, and will, among other things, provide assistance and advice to WOSB on marketing strategies and on doing business with the Federal government.
8. SBA will support and advise the Women-Owned Business Advocate Working Group, made up of representatives of OSDBUs from various procurement agencies. This Group will meet quarterly to provide a forum for issues pertaining to WOSB.
9. SBA will be a primary resource for DOT in continuing discussions on how to achieve WOSB goals. The Program Manager for the WOSB Procurement Program will be the primary point of contact from the SBA.
10. SBA, through its Office of Women's Business Ownership, will establish and maintain a list of women's business associations and organizations for DOT's use, upon request, in disseminating procurement information.

#### **TERM**

This MOU is in effect for two years from the date of execution, and may be renewed by written agreement of SBA and DOT.

#### **TERMINATION**

This MOU may be terminated by either party on 30 days written notice to the other party.

## RESPONSIBLE OFFICIALS

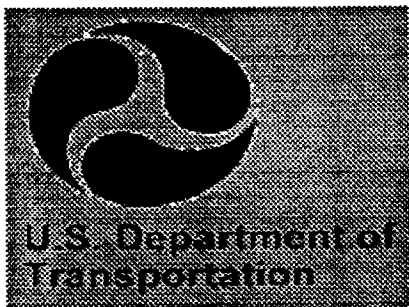
**The officials responsible for this MOU are:**

**SBA:** Judith A. Roussel  
Associate Administrator for Government Contracting  
(202) 205-6460

**DOT:** Luz A. Hopewell  
Director, Office of Small and Disadvantaged Business Utilization  
(202) 366-1930

## SIGNATURES

**The parties signing below accept the terms of this MOU:**



  
Rodney E. Slater, Secretary  
U.S. Department of Transportation

December 18, 1998  
Date



*Aida Alvarez*  
Aida Alvarez, Administrator  
U.S. Small Business Administration

DEC 1 - 1998

Date \_\_\_\_\_